

Administrative - Internal Use Only

DDO 74-1128

4 Jan 1974

MEMORANDUM FOR: Inspector General

VIA: Chief, Services Staff
Deputy Director for Operations

SUBJECT: Survey on Classification/Declassification of Information

REFERENCE: Memorandum from the Acting Inspector General, dated 11 February 1974, Subject: Classification/Declassification of Information

1. The results of the survey made within the Directorate of Operations concerning Classification/Declassification of Information are attached. From the nature of answers given, it is obvious that this program is in need of clarification and revitalizing. One of the most troublesome areas is in the delineation of responsibilities in the whole realm of classification of information. Operational personnel, for the most part, are responsible for the substantive content while records managers are involved to a certain degree with monitoring compliance

As a result, no one has been aggressive in insuring that the letter and spirit of the executive order are followed.

2. We suggest that the Agency's efforts to rectify the present situation be directed along these lines:

a. An all-out effort to develop Agency guidance and direction in achieving compliance with E.O. 11652, the NSC directive and

There is specific need for the development of a definitive handbook for interpreting the above mentioned instructions in clear, concise terms.

b. Develop an Agency-wide indoctrination program for personnel given National Security Classification Authority (NSCA). Require that this training be scheduled before exercise of classification responsibilities and periodically (perhaps bi-annually) thereafter. Emphasize that a conscious judgment, not rote action, is an essential ingredient in the authority delegated to the individual.

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c. Attempt to differentiate, in simple, realistic terms and with concrete examples between SECRET and CONFIDENTIAL National Security information. E.O. 11652 states that the SECRET classification shall be "sparingly used," yet in its definition distinguishes SECRET from CONFIDENTIAL only as that information which would cause serious damage to national security, if revealed.

d. Seek a more realistic application of the exemption categories allowed by the Executive Order, particularly within the Directorate of Operations. Broaden the use of "Internal Use Only" for unclassified administrative and other non-operational correspondence.

e. Delineate responsibilities for monitoring and calling abuses to the attention of the originator/classifier. Establish a program within each major component for a systematic review for compliance [redacted]

3. Present efforts within this Directorate to monitor compliance with E.O. 11652 [redacted] include a notice to components to avoid over-classification, review of material being retired, and the annual review of pre-classified forms. It was interesting to note that there was a prevailing attitude among personnel contacted during this survey that making a distinction between the SECRET and CONFIDENTIAL levels of classification is relatively unimportant, as both are afforded the same protection and are exempt from automatic declassification. If we are to rectify this viewpoint, we must give more definitive guidelines, fix responsibility and monitor the program.

[redacted]
Chief, Information Services Group

Attachments